

NORTHEAST VALLEY COALITION AGAINST METHAMPHETAMINE Steering Committee Meeting Summary April 26, 2007

In attendance: Donald Santeo, Gina Durbin, Stephanie Kreiling, Mary Ellen Tinsley, Phil Riccio, Jarvis Qumyintewa Facilitators: Brent Stockwell, Karen Kurtz, Valerie Trujillo

Absent: Tom Ellis, Leslie Reeves

1. Proposed Coalition Calendar 2007-08

Brent Stockwell presented a proposed calendar of milestone events that need to happen to complete the strategic plan by March 2008, which is our timeframe under the Governor's grant. Subcommittee work is scheduled to begin in May. The community workshops (full coalition meetings) will be reduced to four times per year. These workshops will include an educational presentation as well as updates on the work of each coalition subcommittee.

The subcommittees will most likely have to meet more than once per month to complete the schedule. The steering committee will meet monthly to monitor the implementation plans.

Stephanie mentioned that the last week of October is red ribbon week, which coincides nicely with the scheduled town hall on what parents can do about meth. Gina said that some schools already have anti-meth videos for kids produced by kids. She suggested that maybe the coalition could sponsor a contest for the best meth awareness video produced for kids by kids. Brent noted that the town halls scheduled for October and March may be a good place to get our actions for next years plan.

Brent announced that the June workshop would probably be at Ft. McDowell and would involve Ft. McDowell providers sharing their approach to reducing the impacts of meth use in their community.

2. Discussion on Coalition Structure: Meetings, Membership, Subcommittees, etc.

Karen Kurtz presented information on the seven roles of leadership taken from the CADCA literature on capacity building for coalitions. She stated that these roles are not titles of positions, but functions to be carried out by all steering committee members in some way or another. The document could be considered a job description for a steering committee member.

Karen facilitated a discussion of who would carry out specific functions need to run the coalition and the steering committee (see attached chart). The steering committee decided to create five formal positions on the steering

committee: the Chair, the Vice-chair, and three subcommittee chairs. The chair and vice-chair would share the duties of the chair based on their consensus of how best to share the workload. Also, the vice-chair will serve as the chair in the upcoming year. The subcommittee chairs would select a co-chair to serve with them on the subcommittee.

The steering committee also decided that it would be helpful to create a standard format for minutes to be used by all of the subcommittees to avoid confusion. The Steering committee will also select designated members to act as media representatives based on who has the skill and interest in serving in this capacity.

Based on these agreed upon position duties, the following steering committee members volunteered to serve as follows:

Chair: TBD (Brent will speak with Tom Ellis about serving here.)

Vice-Chair: Donald Santeo

Crime Prevention Subcommittee: Phil Riccio/Jarvis Qumyintewa
Bruce Wall (staff)

Resources Subcommittee: Stephanie Kreiling/TBD
Valerie Trujillo (staff)

Youth Subcommittee: Gina Durbin/Mary Ellen Tinsley
Staff – TBD

Project Coordinator: Brent Stockwell

The steering committee discussed whether some of the grant funds could be used to pay a stipend of some amount to the chair for serving in this capacity. Brent said that a small amount of funding was budgeted for a portion of the project coordinator's time. He would have no problem reallocating these funds to a stipend if it is allowed by the Governor's Office and the policies of the employer of whoever is serving as the chair.

3. Next Meeting

The next Steering Committee meeting is tentatively scheduled for Thursday, May 24, 2007. The time and place is to be determined.

Coalition Steering Committee Leadership Structure

Task	Steering Committee Member	Staff Support Person
Set agenda for coalition meetings including inviting speakers to the meetings.	Chair	Project Coordinator
Act as emcee for the coalition meetings, keep meeting on track.	Chair/Rotate through the coalition	Project Coordinator
Keep and produce minutes for steering and coalition meetings.	NA	Support staff
Set agenda for steering committee meetings.	Chair	Project Coordinator
Lead/Keep steering committee meetings on track.	Chair or Member designee	
Arrange meeting logistics for steering committee meetings.	NA	Support staff
Between meeting communication with staff and subcommittee chairs.	Chair	Project Coordinator
Spokesperson for media.	Assigned persons.	Project Coordinator
Communication with the community.	Assigned persons.	Project Coordinator
Liaison between Coalition and Governor's Office.	Chair	Project Coordinator
Administer grants including financial reporting.	NA	Project Coordinator
Coordinate communications for coalition.	NA	Support staff
Coordinate with Pima Prevention	Chair	Project Coordinator
Monitor progress of plan implementation through subcommittees/compile reports as needed.	Chair	Project Coordinator
Leverage resources for change in the community through professional and personal spheres of influence.	All steering committee members	Project Coordinator
Establish objectives and authority of each subcommittee.	Subcommittee Chair	Support staff
Set agenda for subcommittee meetings.	Subcommittee Chair	Support staff
Keep and produce minutes for subcommittee meetings.	NA	Support staff
Attend training events and State-sponsored coalition meetings.	All steering committee members	Project Coordinator

Duties assigned to the chair will be shared between the chair and vice chair based on their consensus of how to share duties.